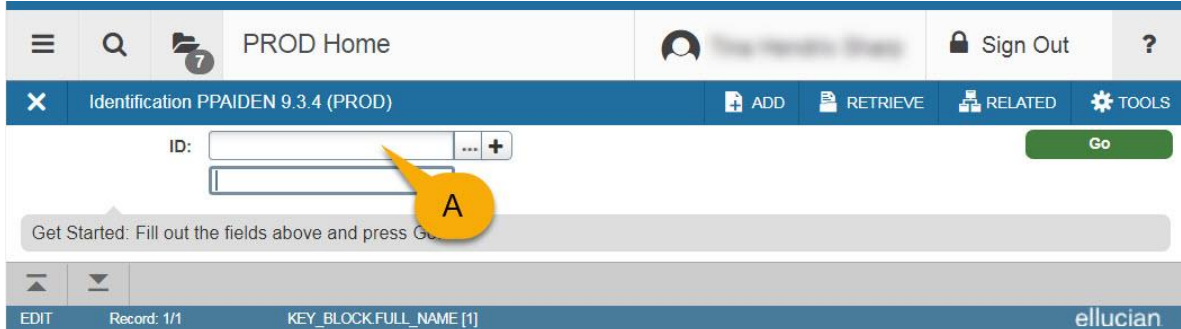


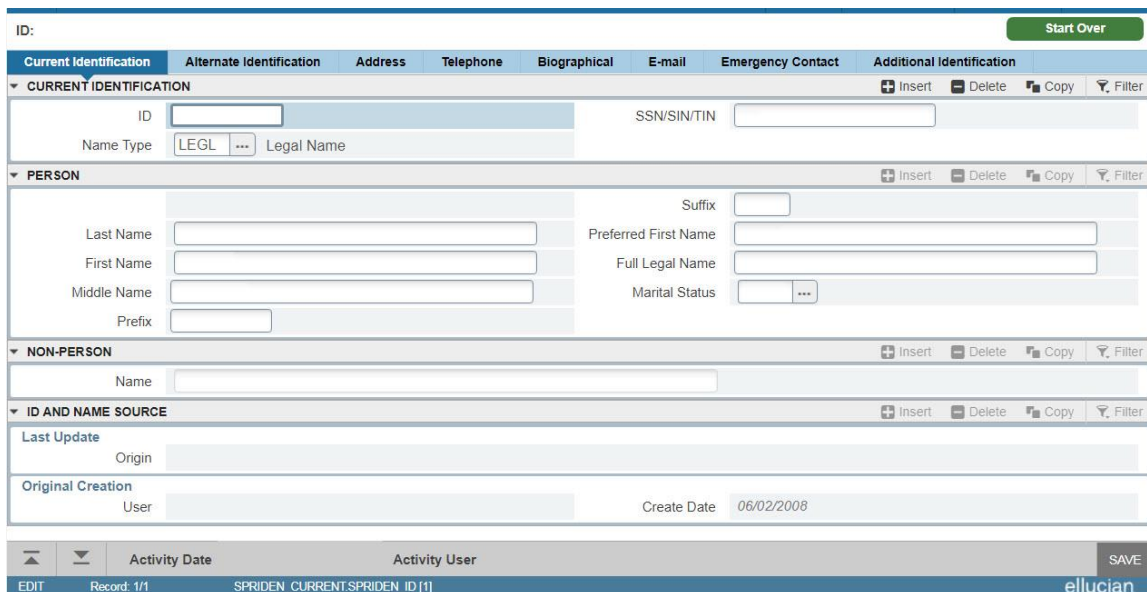
myGate Instructions for Person Identification Form - PPAIDEN

PPAIDEN enables you to view basic biographic/demographic data (full name, address, telephone, email, and emergency contact) about employees. This becomes especially beneficial when preparing Personnel Action Forms or other similar documents.

1. From myGate, click on the Finance category.
2. In the Finance Category, click to open the AppNav card.
3. In the Search: field on the welcome screen, enter PPAIDEN
4. Press <Enter>
5. Key block information must be entered in order to view additional detail information blocks in the form. For this form in the ID field (A) enter the M Number.



- a. If you do not know the M-Number, exit the screen and in the Search: field on the welcome screen, and type in POIIDEN in order to go to the Employee Search Form.
 - b. On the drop down menu, select the Last Name field and type the last name of the person for which you are searching. For example, if searching Smith, you would enter Smith in the last name field.
 - c. Click the Go icon or press [F8] key to execute the query.
 - d. Scroll down if necessary to find the person as listed on the paperwork.
 - e. Is the person listed? If yes, double-click in the 'ID Number' column of the person you want. If the person is not listed, double check the spelling of the last name. If the name is correct, the person may not be in Banner.
6. Click on the Go button (or press Alt-PgDn) and the block will fill in.



7. Click on the appropriate tab(s) to obtain the information needed (Address, Telephone, etc.).
8. To close the form, click on the Exit (blue X) button.